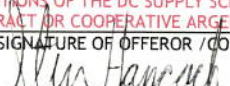



<b>GOVERNMENT OF THE DISTRICT OF COLUMBIA</b> <b>TASK ORDER/DELIVERY ORDER FOR SERVICES</b> <b>OFFEROR TO COMPLETE BLOCKS 18 &amp; 29</b>				1. REQUISITION NUMBER <b>RK109518</b>		PAGE <b>1 of 9</b>	
2. TASK ORDER AGREEMENT NO. <b>CW68328</b>		3. Award/Effective Date <b>See Block 30c.</b>		4. CONTRACT NUMBER <b>AR233-(14-19)</b>		5. SOLICITATION NUMBER <b>DOC421584</b>	
7. FOR SOLICITATION INFORMATION CONTACT Email: <b>georgette.johnson@dc.gov</b>		A. NAME <b>Georgette Johnson</b>		B. TELEPHONE (No Collect Calls) <b>202-727-1104</b>		8. OFFER DUE DATE: <b>01/18/2019</b>	
9. ISSUED BY <b>Office of Contracting and Procurement          Information Technology Group          441 4<sup>TH</sup> Street, N.W., Suite 700 South          Washington, D.C. 20001</b>				10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE %FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUS. <input type="checkbox"/> DCSS SIC: SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> N/A <input type="checkbox"/> 13. RESERVED 14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFTOP <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP <input type="checkbox"/> 2-STEP	
5. CONTRACTOR / OFFEROR <b>Networking for Future, Inc.          1331 Pennsylvania Avenue N.W.          Washington, D.C. 20004</b>				16. PAYMENT WILL BE MADE BY CODE <b>Office of the Chief Technology Officer/ Accounts Payable          200 I Street, S.E.,          Room 5410-D          Washington, D.C. 20003</b>			
15A DUNS NO. 15B TAX ID NO.				17. DELIVER TO <b>Office of the Chief Technology Officer          200 I Street, SE, 5th Floor          Washington, D.C. 20003</b>			
18A. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>				18B. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 16 UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19 IEM NO.		20 SCHEDULE OF SUPPLIES/SERVICES		21 QUANTI TY		22 UNIT	
0001- 0004		See Attachment B		1		Lot	
						23 UNIT PRICE ----	
						24 AMOUNT <b>\$163,796.00</b>	
25. ACCOUNTING AND APPROPRIATION DATA PURCHASE ORDER NO.				26. TOAL AWARD (FOR GOVT. USE ONLY) <b>\$163,796.00</b>			
27. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ONE COPY TO THE ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL PAGES SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. THIS ORDER IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS OF THE DC SUPPLY SCHEDULE CONTRACT, FEDERAL SUPPLY SCHEDULE CONTRACT OR COOPERATIVE AGREEMENT IDENTIFIED IN BLOCK 4.				28. THE FOLLOWING DOCUMENTS ARE INCORPORATED BY REFERENCE INTO THIS TASK ORDER IN THE FOLLOWING PRIORITY: (1) CONTRACTOR'S Technical proposal THIS ORDER IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS OF THE DC SUPPLY SCHEDULE CONTRACT, FEDERAL SUPPLY SCHEDULE CONTRACT OR COOPERATIVE AGREEMENT IDENTIFIED IN BLOCK 4.			
29A. SIGNATURE OF OFFEROR / CONTRACTOR 				30A. DISTRICT OF COLUMBIA (SIGNATURE OF CONTRACTING OFFICER) 			
29B. NAME AND TITLE OF SIGNER (TYPE OR PRINT) <b>Steve Hancock, VP of Sales</b>		29C. DATE SIGNED <b>01/31/2019</b>		30B. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) <b>Monica Hariri          Contracting Officer</b>		30C. DATE SIGNED <b>2/1/19</b>	

## **Task Order Agreement No. CW68238**

### **1. SERVICES REQUIRED**

The Office of Contracting and Procurement, on behalf of Office of the Chief Technology Officer, seeks a Contractor to provide Cisco Professional Services to structure a methodology to planning and executing a network migration to new Nexus 7700 series switches. This upgrade will provide the District government with stable and dependable data center switches to meet the growing service demand of the District agencies, federal government partners, public safety partners, and public Wi-Fi services.

### **2. CONTRACT NUMBER**

AR233 (14-19)

### **3. TASK ORDER NUMBER**

CW68238

### **4. TERM OF CONTRACT**

The base period of performance shall be one year from date of Award.

### **5. CONTRACTING OFFICER (CO)**

Contracts may be entered into and signed on behalf of the District Government only by Contracting Officers. The name, address and telephone number of the Contracting Officer for this task order is:

Monica Hariri  
Contracting Officer  
Office of Contracting and Procurement  
Washington, DC 20001  
Telephone: 202.724.5069  
E-mail: [Monica.Hariri@dc.gov](mailto:Monica.Hariri@dc.gov)

### **6. AUTHORIZED CHANGES BY THE CONTRACTING OFFICER**

- 6.1 The CO is the only person authorized to approve changes in any of the requirements of this contract.
- 6.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the CO.
- 6.3 In the event the Contractor effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

### **7. CONTRACT ADMINISTRATOR (CA)**

- 7.1 The CA is responsible for the technical administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the CA is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in writing by the Contracting Officer. The CA for this task order is:

David Clow  
Associate Chief Technology Officer, DC-Net  
Office of the Chief Technology Officer (OCTO)  
Telephone: 202-715-3823  
Email: [David.Clow@dc.gov](mailto:David.Clow@dc.gov)

## **Task Order Agreement No. CW68238**

- 7.2 It is understood and agreed that the CA shall not have the authority to make changes in the specifications/scope of work or terms and conditions of the contract.
- 7.3 Contractor shall be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer; may be denied compensation or other relief for any additional work performed that is not so authorized, and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

### **8. PAYMENT**

The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.

- 8.1 The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.
- 8.2 The District follows a specific policy for services related to Software/Hardware maintenance/licenses and support services. These services must be provided and billed within the districts fiscal year (10/1 to 09/30). Invoices should only cover one fiscal year and the District cannot be held liable for any such services not billed and paid within the same fiscal year (October 1 to September 30). The District issues separate payment for each fiscal year for accounting and budgetary reasons.
- 8.3 By accepting this contract, for Software/Hardware maintenance/licenses and support services, you agree that a proper invoice constitutes a service period that covers only October 1 through September 30.

### **9. INVOICE SUBMITTAL**

The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in the contract.

- 9.1 The Contractor shall submit payment requests in electronic format through the DC Vendor Portal [www.vendorportal.dc.gov](http://www.vendorportal.dc.gov) by selecting the applicable purchase order number which is listed on the Contractor's profile.
- 9.2 To constitute a proper invoice, the Contractor shall attach to all payment requests the invoice and all supporting documentation or information.

### **10. ATTACHMENTS**

- 10.1 Attachment A – Statement of Work
- 10.2 Attachment B – Price Schedule

## Task Order Agreement No. CW68238

### **ATTACHMENT A** **Statement of Work**

#### **A.1 Scope**

The Office of Contracting and Procurement, on behalf of Office of the Chief Technology Officer, seeks a Contractor to provide Cisco Professional Services to structure a methodology to planning and executing a network migration to new Nexus 7700 series switches. This upgrade will provide the District government with stable and dependable data center switches to meet the growing service demand of the District agencies, federal government partners, public safety partners, and public Wi-Fi services.

#### **A.2 Applicable Documents**

Not applicable.

#### **A.3 Definitions**

Not applicable.

#### **A.4 Background**

The District government's OCTO data centers are utilizing Cisco's Nexus 7000 Switches that are reaching end of support status. The District has procured and is planning to upgrade to new Cisco Nexus 7700 switches. Due to the mission criticality of the data centers, complexity of network services, and District agencies' application inter-dependencies, DC-Net must deliver a successful network migration, with minimum impact to government operations. As part of the service requirements for this procurement, the District government will replace end of life/support equipment, increase the capacity of the data center switching fabric, and expand the data center service delivery options as described in the requirements below.

#### **A.5 Requirements**

##### **A.5.1 Solution Design**

- A.5.1.1 The Contractor shall create, consolidate, and optimize the solution design. The Contractor shall create a Solution Design that includes, at minimum, High-Level Design (HLD) documentation that meets District's current and future-state of government requirements and Low-Level Design (LLD) documentation required to configure each component of the migration solution. As part of this solution design, the Contractor shall develop a plan to determine if the network solution is ready for use as described in the following requirements.
- A.5.1.2 The Contractor shall conduct interviews with key OCTO stakeholders to review provided information including completing the following tasks: a) Validate that chosen platforms, features, and functions meet design objectives; b) Review OCTO provided design documents to confirm alignment with Cisco best practices for implementations, and OCTO business requirements and design goals; c) Identify design and configuration improvements for performance, scalability, security, and availability; and d) Review software recommendations for required Cisco devices.
- A.5.1.3 The Contractor shall draft the Solution Design Document, which will contain as-built and proposed high-level design.
- A.5.1.4 The Contractor shall provide the Solution Design Document to OCTO for final review and approval.
- A.5.1.5 The Contractor shall conduct six (6) business-day executive presentation of the Solution Design Document for key OCTO stakeholders and project sponsors.
- A.5.1.6 The Contractor shall identify a designated Account Manager. The Account Manager must be qualified to manage all requirements and deliverables of this contract.

## Task Order Agreement No. CW68238

- A.5.1.7 The Contractor shall provide Weekly and Monthly status reports to update stakeholders on the project progress.

### A.5.2 Configuration Migration & Implementation Plan

- A.5.2.1 The Contractor shall conduct a workshop with OCTO's teams (to include DC-Net, ECIS, and other assigned project managers and technical personnel) to gather and agree upon the migration requirements and review current design practices. Resulting from this workshop, the Contractor shall make recommendations for changes within the data center infrastructure that may include, but, not limited to integration of Cisco Routing/Switching, Wireless, Unified Communication, and Security infrastructure within OCTO's data center design, analysis of change management and incident management practices, and considerations for scalability, availability, zoning, domain configuration, and backup and restore.
- A.5.2.2 The Contractor shall create a Configuration Migration Plan. The plan, at a minimum, shall provide migration steps aligned with the existing design document, as well as operational changes and switchover dependencies.
- A.5.2.3 Based on the HLD, the Contractor shall create a phased schedule of migration events and activities to introduce new hardware and protocols into the network.
- A.5.2.4 The Contractor shall identify network dependencies, impact, and provide risk mitigation steps for migration.
- A.5.2.5 The Contractor shall work with OCTO to create, at minimum, the following to be included in the Configuration Migration Plan: a) Analysis and integration of current Cisco switching platform configurations to new Nexus 7710 Platform; b) Analysis of any changes for which the OCTO operations staff should be alerted; and c) Identification of any switchover dependencies.
- A.5.2.6 The Contractor shall document requirements, define scope, and identify any dependencies, caveats, and issues to be remediated prior to installation/migration.
- A.5.2.7 The Contractor shall provide the Configuration Migration Plan to OCTO for final review and approval.
- A.5.2.8 The Contractor shall conduct a remote/onsite Implementation Planning Workshop with OCTO personnel to review and agree on OCTO's migration requirements and plan the detailed migration steps, including review of current design practices and recommendations for changes within the data center's infrastructure. Recommended changes of the data center's infrastructure shall include, a minimum: a) Integration of switch infrastructure within OCTO data center design; b) Analysis of OCTO change management and incident management practices; and c) Scalability, availability, zoning, domain configuration, and backup and restore.
- A.5.2.9 The Contractor shall create a detailed Migration Implementation Plan, to include, at minimum:
- A. Steps to migrate existing solution to newly deployed Cisco solution, aligned with the Solution Design Document;
  - B. Any changes for which the OCTO operations staff should be alerted;
  - C. Any switchover dependencies;
  - D. Any contingency and roll-backs; and
  - E. Any test plans to validate OCTO applications performance and operation.
- A.5.2.10 The Contractor shall provide the detailed Migration Implementation Plan to OCTO for review and approval.

### A.5.3 Migration Execution

- A.5.3.1 The Contractor shall perform the activities and tasks associated with the execution of the Migration Implementation Plan



## **Task Order Agreement No. CW68238**

A.5.3.2 The Contractor shall review the detailed Migration Implementation Plan with DC-Net to reconfirm the migration schedule.

A.5.3.3 The Contractor shall perform migration of the existing switches to the new Nexus 7700 environment in accordance with the change management approval process and the detailed Configuration Migration & Implementation Plan.

A.5.3.4 The Contractor shall incorporate new equipment in the OCTO Network Monitoring and Management Systems for full production support and governance.

### **A.5.4 Knowledge Transfer**

A.5.4.1 The Contractor shall perform knowledge transfer educating OCTO staff with important information about the migration and upgraded solution(s). This includes, at minimum, providing relevant training, collateral, and handoff procedures.

A.5.4.2 The Contractor shall provide information to OCTO regarding any recommended prerequisite courses for OCTO personnel to attend the Knowledge Transfer Workshop(s).

A.5.4.3 The Contractor shall provide a new Production Operations and Runbooks and conduct a minimum of two 4-hour sessions for the Knowledge Transfer Workshop(s) specific to the new Production Operations and Runbooks at DC-Net facilities at a time and date agreed by OCTO.

A.5.4.4 The Contractor shall deliver to OCTO digital copy of the material presented at Knowledge Transfer Workshop(s) in a Microsoft PowerPoint and PDF formats.

A.5.4.5 The Contractor, if determined needed by the District, shall offer optional three remote 4-hour sessions for Knowledge Transfer Workshop(s) on additional topics relevant to the Cisco Nexus products and technologies deployed in DC-Net production network. Cost for optional training to be provided by the Contractor separately per 4-hour session.

A.5.4.6 The Knowledge Transfer Workshop(s) will be facilitated by a Cisco Advanced Services engineer or other CCDE/CCIE Data Center accredited senior-level network engineer.

A.5.4.7 The Contractor shall provide post production support and assist in opening and resolving TAC Cases for operational issues throughout the project and for 30 days after the completion of the final production turn over.

## **A.6 Assumptions**

A.6.1 OCTO will perform all racking, stacking and cabling.

A. 6.2 A Solution Design Document consists of HLD, LLD, Implementation and Migration Plan.

A. 6.3 Migration consists of replacing the current Nexus 7010's (2 per DC) with 4 Nexus 7710's. All other downstream switches are to be accounted for in the design and migration plan.

A.6.4 Each data center migration will take place during scheduled and approved maintenance window(s) of 4-hours or more slots with minimum disruption to government applications.

A. 6.5 Migrations will be supported on site by Cisco resources.

A. 6.6 Design Review is in scope to assess the environment before any migrations occur.

A. 6.7 VXLAN, OTV, and/or Fabricpath are out of scope.

A. 6.8 OCTO's data centers include up to 50 Nexus 5k's and 2K's within the network at each DC.

**Task Order Agreement No. CW68238****A.7 Deliverables**

Item No.	CLIN Reference	Deliverable	Quantity	Format and Method of Delivery	Due Date
0001	A.5.1.6	Account Manager contact information (i.e. phone number, email)	1	Electronic/E-mail Message	Thirty business days from date of Award
0002	A.5.1.7	Weekly Status Report	1	Electronic/Excel or PDF	Every Week
0003	A.5.1.7	Monthly Status Report	1	Electronic/Excel or PDF	Every Month
0003	A.5.1.1	Solutions Design	1	Electronic/E-mail Message or Drop-off of digital copies of the package containing HLD, LLD, Implementation, and Migration plans in MS-Word, PowerPoint, and Visio format	To Be Agreed Upon
0004	A.5.2.7	Configuration Migration Plan	1	Electronic/Word, Excel, or other document formats	To Be Agreed Upon
0004	A.5.2.9	Implementation Plan	1	Electronic/Word, Excel, or other document formats	To Be Agreed Upon
0005	A.5.4.3	Production Operations Runbook	5	Electronic/Word, Excel, or other document formats	To Be Agreed Upon

**Task Order Agreement No. CW68238**

**ATTACHMENT B  
PRICE SCHEDULE**

<b>Contract Line Item Number (CLIN)</b>	<b>Description</b>	<b>Price</b>
0001	Solution Design	\$40,949.00
0002	Configuration Migration & Implementation Plan Development	\$40,949.00
0003	Migration Execution	\$40,949.00
0004	Knowledge Transfer	\$40,949.00
<b>Total Price</b>		<b>\$163,796.00</b>